



Department of Finance

Performance Management Plan





Employee's name:

Supervisor's Name:

FUNCTIONAL JOB DESCRIPTION

(Briefly describe the job's primary purpose or contribution to the department/line of business/program and include necessary areas of specialization and education as well as technical and physical requirements.)

FOCUS AREAS: (List 3-5 job responsibilities/areas of concentration that will help achieve your program's results during this review cycle.)

MAINTENANCE AREAS: (List major responsibilities that are routine in this job)

SUPERVISORY RESPONSIBILITIES

(If this job supervises others, give the name of the business unit or division managed and the number of employees supervised. If there are subordinate supervisors, include them also.)



Job Plan

Focus Area Description:

Department Goal:

Line of Business:

Program:

Key Result (Program):

Performance Measure:

Strategies: (list major tasks of focus area; include deadlines)

Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific)

Employee's Comments:

Supervisor's Comments:



Job Plan

Focus Area Description:

Department Goal:

Line of Business:

Program:

Key Result (Program):

Performance Measure:

Strategies: (list major tasks of focus area; include deadlines)

Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific)

Employee's Comments:

Supervisor's Comments:



Performance Management Plan ³/₄ Template
July 1, 2003-June 30, 2004

Job Plan

Focus Area Description:

Department Goal:

Line of Business:

Program:

Key Result (Program):

Performance Measure:

Strategies: (list major tasks of focus area; include deadlines)

Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific)

Employee's Comments:

Supervisor's Comments:



Development Plan

Focus Area Description:

☐ **Desired** ☐ **Required** (double click on box to check or uncheck)

Department Goal:

Line of Business:

Program:

Key Result (Program):

Performance Measure:

Strategies: (list major tasks of focus area; include deadlines)

Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific)

Employee's Comments:

Supervisor's Comments:



Development Plan

Focus Area Description:

☐ **Desired** ☐ **Required** (double click on box to check or uncheck)

Department Goal:

Line of Business:

Program:

Key Result (Program):

Performance Measure:

Strategies: (list major tasks of focus area; include deadlines)

Supervisor's Responsibilities: (what the employee needs from the supervisor- equipment, resources, time, advice, attendance at meetings, support, approvals, training, etc.- please be specific)

Employee's Comments:

Supervisor's Comments:



“Win/Win” Agreement

We (employee and supervisor) agree on the attached:

- Functional Job Description;
- Focus Areas;
- Job Plan; and
- Development Plan.

We agree to fulfill our commitments as stated in this Performance Management Document for the review cycle. This review cycle will commence on July 1, 2003 and end on June 30, 2004.

Employee Signature

Date

Supervisor Signature

Date

Reviewer Signature

Date

FLT Signature

Date